



UCO BANK

Human Resource Management Department, Head Office
4th Floor, 10, B.T.M.Sarani, Kolkata - 700001

CHO/PAS/ 08 /2015-16

Date: 01.09.2015

CIRCULAR TO ALL BRANCHES/OFFICES

Sub: Conversion of all Part Time Sweepers/Full Time Sweepers as Full Time Housekeeper-cum-Peon

As per extant guidelines, appointment of Sweepers is made on scale wages (1/3, 1/2, 3/4 and Full Time) in Branches / Offices of the Bank depending on the floor area of Branch/Office where the vacancy arises. As such, in large number of branches/offices, Part Time Sweepers on scale wages have been working.

With an objective to improve the financial strata of existing Part-time Sweepers on scale wages and to address the need of Peons in Branches, the Management held negotiations with the All India UCO Bank Employees' Federation, the majority organization for Workmen in the Bank, under the provisions of IR Policy for Workmen Staff. Detailed discussions took place on different aspects of the issue and a Memorandum of Settlement was reached between Management and the All India UCO Bank Employees' Federation (majority organization for Workmen) on 06.07.2015 in the matter of conversion of **Part Time Sweeper/Full Time Sweeper as Full Time Housekeeper-cum-Peon.**

Subsequently, the proposal was placed before the Board of Directors in its meeting held on 08.08.2015 and the Board has accorded approval to the proposal for conversion of **all Full Time Sweepers/Part Time Sweepers as Full Time Housekeeper-cum-Peon.**

The detailed proposal of conversion of Part Time Sweeper/Full Time Sweeper as Full Time Housekeeper-cum-Peon as approved by the Board is placed hereunder:

1. SHORT RECITAL OF THE CASE

With a view to meet the requirement of the Bank and aspiration of the employees in Full Time Sweepers/Part Time Sweepers to become Full Time Peon; it is decided **to convert all the existing FTS/PTS as the Full time Housekeeper-cum-Peon.**

2. ELIGIBILITY

All the existing Full Time/Part Time Sweepers (i.e. PTS-1/3, 1/2, 3/4) who are on permanent rolls of the Bank as of 31.08.2015.



3. **EFFECTIVE DATE**

This conversion will be effective from 01.09.2015.

4. **METHOD OF CONVERSION**

- 4.1 The Full time Sweeper posted in any Branch/Office will be converted as Full time Housekeeper-cum-Peon.
- 4.2 The Part Time Sweeper (1/3, 1/2, 3/4) posted in any Branch/Office will also be converted to Full time Housekeeper-cum-Peon.
- 4.3 **All the Full Time/ Part Time Sweepers so elevated as Full time Housekeeper-cum-Peon will not only continue to perform duties of Sweeper as hitherto but will also perform the duties of Peon during their full day working hours which shall be applicable to Full time Sub-staff i.e. he or she will be performing duties of both Sweepers and Peon as assigned by the Branch Head/Head of Office or any other Official of the Branch/Office from time to time.**
- 4.4 With the elevation/conversion, no additional Sweeper/ Housekeeper-cum-Peon will be recruited to that extent by the Bank in those Branches/Offices where such elevation is effected for the **purpose of cleaning and sweeping.**
- 4.5 The vacancies of sub-staff arising in future on account of new branch/office, as also in case of natural wastage & promotion **will be filled in by appointing/ recruiting Full Time Housekeeper-cum-Peon irrespective of floor area of the Branch/Office.**
- 4.6 The Part Time Sweepers / Full Time Sweepers who are converted as Full Time House Keeper-cum Peon and the existing peons who are at present working in the branches/offices where found surplus, arising out of conversion of PTS/FTS as Housekeeper-cum-Peon, shall be deployed in the following manner:
- 4.6 (1).Surplus PTS/FTS upon their conversion as Housekeeper-cum-Peon shall be deployed as far as possible to branches/offices within the same Centre/District/Zone/State and where there is no vacancy in the District such surplus staff shall be deployed within the adjoining Districts and where there is no vacancy in the adjoining Districts may be deployed within the Zone/State. **No lump sum hardship amount shall be payable to those PTS/FTS converted to Housekeeper-cum-Peon and are deployed as above.**
- 4.6 (2).Peons identified as surplus shall be deployed as far as possible within the same centre/district and where there is no vacancy in the district such surplus peons shall be deployed in the branches/offices in adjoining districts within the radius of 40 kms from the present place of posting.



- 4.6(3). In case there is more than one Housekeeper-cum-Peon in the Branch/Office where conversion has taken place then **the junior among them will be deployed.**
- 4.6(4). Where after conversion of PTS/FTS as Housekeeper-cum-Peon on account of which deployment is called for, the existing peon(s) if gives consent to be re-designated as Housekeeper-cum-Peon, **then the PTS/FTS who has been converted as Housekeeper-cum-Peon shall be deployed from surplus to deficit branch/office as mentioned above.** However, pending request transfers, if any, to deficit branches/offices may be considered while effecting such deployment and the deployment shall be at resultant vacancy. **Where there are more than the required strength, juniors among such employees shall be deployed.**
- 4.6(5). Existing Peon(s) if deployed arising out of conversion of PTS/FTS as Housekeeper-cum-Peon, they shall be paid lump sum Hardship amount of Rs. 150/- per month (not ranking for any other benefit). Such monthly lump sum amount shall not be payable if the deployment is within the same centre and shall be discontinued in case such deployed peon is **(a) repatriated to the parent branch/centre or (b) transferred at his/her request to any branch/office or (c) is selected for Special Allowance post or (d) promoted to clerical cadre. Lump sum hardship amount is not payable to those PTS/FTS who are converted to Housekeeper-cum-Peon and are deployed as above.**
- 4.7 The modalities of deployment/identification of surplus/deficit of Housekeeper-cum-Peons / Peons will be keeping in view the minimum pattern of sub-staff at branches/offices as per understanding with the Union (majority Workmen Union).
- 4.8 The PTS/FTS so re-designated as Housekeeper-cum-Peon and redeployed, the re-designation/conversion in such case will be effective only on their reporting to their new branch/place of posting. In such a case all consequential monetary benefit will be admissible only on their reporting to their new branch/place of posting upon such redeployment.
- 4.9 By virtue of this conversion, the concept of number of hours of work per week in correlation to carpet area of the Branch /Office will no more be in existence. All the FTS/PTS so converted as Housekeeper-cum-Peon shall work in both the capacities of sweeper as well as peon (i.e. cleaning and sweeping and duties of peon) within the prescribed working hours as laid down for sub-staff in the Bipartite Settlement. Staggering and split duty wherever required by branches/offices will be as per provisions contained for subordinate staff in the Bipartite Settlement.

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5. **FITMENT ON CONVERSION:**

Fitment to the converted Full Time Housekeeper-cum-Peon, where applicable shall be given as per provisions of Bipartite Settlement/existing guidelines of the Bank.

6. **SENIORITY ON CONVERSION:**

6.1 The seniority of the Full Time Housekeeper-cum-Peon will be reckoned from the date of conversion as Full Time Housekeeper-cum-Peon as aforesaid.

6.2 The inter-se seniority of the Full Time Housekeeper-cum-Peon within each batch will be determined in following manner:

The seniority will be reckoned from the date of commencement of the employees' appointment in permanent cadre in different scale wages in the Bank. Between employees having same length of service in their cadre in the Bank, one who is senior in age will be considered as senior.

7. **GENERAL**

Henceforth, the vacancy of Sweeper/Peon will be filled up with Full time Housekeeper-cum-Peon only irrespective of area of Branch/Office.

8. The Promotion Policy Settlement for Workmen Staff will be suitably amended consequent upon the conversion of Part time Sweeper/Full Time Sweeper as Housekeeper-cum-Peon. However, higher qualification acquired, if any, by the PTS/FTS converted as Housekeeper-cum-Peon prior to joining the Bank in permanent cadre, which is higher than the one prescribed for recruitment of sub-staff, shall not be counted for any purpose including promotion.

9. **INTERPRETATION**

If any doubt regarding interpretation or any difficulty in implementation of any of the provisions of this settlement arises, such doubts or difficulty shall be settled mutually between the Bank and the majority organization for Workmen.

All concerned are requested to take a careful note of the above.

As mentioned hereinabove, all Full Time/ Part Time Sweepers so converted as Full Time Housekeeper-cum-Peon **will not only continue to perform all the duties of cleaning and sweeping work** as applicable for PTS/FTS as hitherto but will also perform the duties of Peon during their full day working hours which shall be applicable to Full time Sub-staff as per provision of the Bipartite Settlement. Accordingly, all branches/offices are advised to utilize the services of PTS/FTS who are converted as Housekeeper-cum-Peon in terms of the proposal approved by the Board in both the capacities of Sweeper (sweeping & cleaning) as well as Peon within their full day working hours as per provisions laid down for sub-staff in the Bipartite Settlement.



Operational Guidelines for Zonal Offices/Circle Offices:

- The PTS/FTS who are converted as Housekeeper-cum Peon (HKP) and the existing peons working in the branches/offices where they are found surplus arising out of conversion of PTS/Sweepers as Housekeeper-cum-Peon will be deployed in terms of the proposal approved by the Board.
- For deployment/identification of surplus/deficit of Housekeeper-cum-Peons / Peons under the Settlement, it was agreed with the All India UCO Bank Employees' Federation (majority organization for Workmen) that the same will be addressed on the basis of the minimum staffing pattern of sub-staff at Branches/Offices as mentioned hereunder:

The minimum Staffing Pattern of Sub-Staff at Branches/Offices: (Excludes Drivers/Watchman/Armed Guard)

Category of Branches/Offices	Housekeeper-cum-Peon (HKP)	Peons
Small (Rural & SU)	One	NIL
Small (Urban/Metro)	One	One
Medium (Rural)	One	NIL
Medium (other than Rural)	One	One
Large	One	One
VL, EL-I, EL-II	One	Two
Specialized Branches like FCC, Treasury, MCUs	One	Two
Currency Chest Branches (additional strength)	NIL	One
Zonal Offices and Circle Offices and RTC	One	Two
Head Office Departments and Central Staff College	As per discretion of the Bank on need based basis.	

However, the above staffing pattern is only indicative and Bank will have the discretion to decide on the requirement of the sub-staff at branches/offices on need based basis/administrative exigencies.

- Accordingly, Zonal Offices are required to identify the surplus/deficit position of sub-staff in branches/offices under their jurisdiction for the purpose of deployment (**Annexure-I**) and send it to HRM Department, Head Office and also to their respective Circle Office within 25.09.2015.
- Pending request transfers, if any, to deficit branches/offices may be **considered by the Zones while effecting such deployment and the deployment shall be at resultant vacancy.**
- While identifying/deploying surplus PTS/FTS converted to Full Time Housekeeper-cum-Peon(HKP) and surplus Peons, it should be ensured to deploy such surplus HKP/Peons to deficit branches/offices as per minimum staffing pattern and deployment guidelines mentioned hereinabove.
- A Statement (**Annexure-II**) of PTS/FTS on permanent rolls of the Bank and eligible for conversion of as Housekeeper-cum-Peon in terms of the Circular should be sent by all Zonal Offices to Head Office, HRM Department and also to their respective Circle Office latest by 25.09.2015. The information should include particulars of PTS/FTS converted as



Housekeeper-cum-Peon who are found surplus and need to be deployed in terms of this Circular **including proposal for their deployment seeking further instructions in the matter.**

- Zonal Offices are required to prepare a **statement of Peons found surplus at Branches/Offices (Annexure-III)** who need to be deployed in terms of this circular giving full particulars of such proposal for deployment. **The Statement should be sent to HRM Department, Head Office latest by 25.09.2015 seeking further instructions in the matter.**
- **Henceforth, the vacancies of sub-staff arising in future on account of new branch/office, as also in case of natural wastage & promotion etc. will be filled in by appointing/recruiting Full Time Housekeeper-cum-Peon only. The Zonal Office should take a careful note of the above.**
- Fitment to the converted Full Time Housekeeper-cum-Peon, where applicable, will be advised by the respective Zonal Office.
- Further, the following formats are enclosed with the Circular for use at Branches/Offices :

Annexure-IV : Letter to be issued by concerned Zonal Office to PTS/FTS who are converted as Full Time Housekeeper-cum-Peon against due acknowledgement.

Annexure-V : Letter of Consent to be given by the Peons for his/her re-designation as Housekeeper-cum-peon in terms of para 4.6(4) of the proposal.

Annexure-VI : Letter of approval to be issued by concerned Zonal Office to Peon(s) who gives consent for his/her re-designation as Housekeeper-cum-Peon.

- **Circle Offices are advised to coordinate/supervise and follow-up with the Zones under their jurisdiction for smooth completion of the conversion process.**

Important :

- **Branches/offices are advised to bring the contents of this circular to the notice of all the permanent members of the sub-staff by taking their initial/signature on the office copy of the circular.**
- **A copy of this circular should also be displayed on the Bank's notice board for information of all concerned.**



(Naresh Kumar)
Deputy General Manager
HRM & Training

Abbreviations used in this Circular –

PTS : Part Time Sweeper

FTS : Full Time Sweeper

HKP: Housekeeper-cum-Peon

To
HRM Department
Head Office, 4th Floor, 10, BTM Sarani, Kolkata

[illegible]

Zonal Head

To
HRM Department
Head Office, 4th Floor, 10, BTM Sarani, Kolkata

SUB: PROPOSAL FOR DEPLOYMENT OF PEONS CONSEQUENT UPON CONVERSION OF PTS/FTS AS FULL TIME HOUSEKEEPER-CUM-PEON(HKP)

[illegible]

Zonal Head

**PROFORMA OF LETTER TO BE ISSUED TO PTS/FTS UPON THEIR CONVERSION AS
FULL TIME HOUSEKEEPER-CUM-PEON**



UCO BANK

Zonal Office _____

Ref:

Date:

Mr/Mrs.....

(EMP No.....)

Designation: Part Time Sweeper (1/3 / 1/2 / 3/4) / Full Time Sweeper

Branch / Office:.....(ID No.____)

Sir/Madam,

Sub: **Your conversion as Full Time Housekeeper-cum-Peon**

We are pleased to advise you that you have been converted as Full Time Housekeeper-cum-Peon with effect from 01.09.2015 in terms of Bank's Circular No. CHO/PAS/08/2015-16 dated 01.09.2015 on conversion of all Part Time Sweepers/Full Time Sweepers as Full Time Housekeeper-cum-Peon.

In this connection, it is advised as under:

1. You will not only continue to perform duties of Sweeper (sweeping and cleaning etc) as hitherto but also perform the duties of Peon during your full day working hours as applicable to Full time Sub-staff as per provisions laid down in the Bipartite Settlement. You will be required to perform duties of both Sweeper and Peon as assigned by the Branch Head/Head of Office or any other Official of the Branch/Office from time to time within the prescribed working hours as laid down for Subordinate Staff in the Bipartite Settlement.
2. If found surplus in your present place of posting, you shall be deployed as far as possible to branches/offices within the same Centre/District/Zone/State in terms of the provisions contained in the Circular No. CHO/PAS/08/2015-16 dated 01.09.2015. In the event of your redeployment, your re-designation/conversion will be effective only on your reporting to your new branch/place of posting. In such a case all consequential monetary benefit will be admissible only on your reporting to the new branch/place of posting upon such redeployment.
3. Other terms and conditions as contained in Bank's Circular No. CHO/PAS/08/2015-16 dated 01.09.2015 and as may be prescribed by the Bank from time to time in this regard will also apply.

Yours faithfully,

Deputy Zonal Head/Zonal Head

Copy to : Branch/Office _____ : Please hand over the original of the letter to the concerned employee against his dated acknowledgement in the remaining two copies; a copy of which may be kept in the service folder of the employee while forwarding the other copy to our office.

Copy to: HRM/PSD, Zonal Office _____

Copy to: Circle Office, _____

ANNEXURE-V

**PROFORMA OF CONSENT LETTER TO BE SUBMITTED BY PEONS FOR RE-DESIGNATION AS
HOUSEKEEPER-CUM-PEON**

To,
Zonal Head

Date:

(Through: proper channel)

Sir,

Sub: Consent/option for re-designation as Housekeeper-cum-Peon

I _____ Emp. No. _____ presently posted as
_____ at _____ Branch/Office do hereby submit as under :

1. That I have gone through the contents of the Circular No. CHO/PAS/08/2015-16 dated 01.09.2015 issued in the matter of conversion of Part Time Sweepers/Full Time Sweepers as Full Time Housekeeper-cum-Peon and am conversant with the provisions of the circular including para No. 4.6(4) of the said circular.
2. That I hereby give my consent for re-designating myself as Housekeeper-cum-Peon. Upon my re-designation as Housekeeper-cum-Peon, I shall not only continue to perform the duties of Peon/Sub-staff as hitherto but also perform the duties of Sweeper (sweeping and cleaning etc.) within the prescribed working hours as laid down for sub-staff in Bipartite Settlement i.e. I shall be performing duties of both Sweeper and Peon as assigned by the Branch Head/Head of Office or any other Official of the Branch/Office from time to time.
3. That the above option/consent exercised by me is irrevocable. That I agree to all the terms and conditions as stipulated in Circular No. CHO/PAS/08/2015-16 dated 01.09.2015. I request you to consider my re-designation as Housekeeper-cum-Peon.

Yours faithfully,

(Signature of Employee)

(Signature of Witness)

Name:

Name:

Emp. No.

Emp. No.

Designation:

Branch/Office:

Branch/Office:

Date:

Date:

Place:

Place:

ANNEXURE-VI

**PROFORMA OF LETTER TO BE ISSUED BY ZONAL OFFICE TO PEONS AGAINST
CONSENT/OPTION SUBMITTED FOR RE-DESIGNATION AS HOUSEKEEPER-CUM-PEON**

Ref No.

Date:

Mr/Ms

Emp. No.

Designation :

Branch/Office:

Sir/Madam,

Sub: Your consent/option for re-designation as Housekeeper-cum-Peon

With reference to your application/irrevocable option dated _____ requesting for your re-designation as Housekeeper-cum-Peon, in terms of Circular No. CHO/PAS/08/2015-16 dated 01.09.2015, we wish to advise as under:

1. That your application/option for re-designation as Housekeeper-cum-Peon has been considered by the Bank favourably and accordingly you have been re-designated as Housekeeper-cum-Peon.
2. That upon your re-designation as Housekeeper-cum-Peon, you shall not only continue to perform the duties of Peon/Sub-staff as hitherto but also have to perform the duties of Sweeper (sweeping and cleaning etc.) within the prescribed working hours as laid down for sub-staff in the Bipartite Settlement i.e. you shall be performing duties of both Sweeper and Peon as assigned by the Branch Head/Head of Office or any other Official of the Branch/Office from time to time.
3. That the option/consent exercised by you is irrevocable. That you have agreed to all the terms and conditions as stipulated in Circular No. CHO/PAS/08/2015-16 dated 01.09.2015.

Yours faithfully,

Deputy Zonal Head/Zonal Head

Copy to: Branch/Office _____ : Please hand over the original of the letter to the concerned employee against his dated acknowledgement in the remaining two copies, a copy of which may be kept in the service folder of the employee while forwarding the other copy to our office.

Copy to: PSD/HRM, Zonal Office, _____

Copy to: Circle Office, _____